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# STUDENT HANDBOOK

## 1920-1921



PUBLISHED BY THE STUDENT COUNCIL  
UNIVERSITY OF MISSOURI  
COLUMBIA, MISSOURI  
AUGUST 1920



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## INTRODUCTION

*The Student Council respectfully submits this, the Fourth Student Handbook, to the Student Body for its guidance and regulation.*

THE STUDENT COUNCIL,

FRED ELDEAN

*President*

## PART I. STUDENT ORGANIZATIONS AND ACTIVITIES

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### THE ORGANIZATION OF THE STUDENT BODY

(In accordance with the resolutions adopted at a mass meeting, February 23, 1911.)

Each member of the Student Body in good standing is entitled to voice his sentiments in mass meeting, and to vote at regular elections and on any special matter that comes before the students.

**Officers:** The officers of the Student Body shall be a president, vice-president, and a secretary-treasurer.

**Election:** The annual election of student officers shall be held on the first Friday in April. The term of office shall be for one year, beginning in August following the election.

No person shall be voted upon for any of these offices whose candidacy has not been announced in the *Evening Missourian* at least a month before the election.

The number and places of voting precincts shall be designated by the Student Council. The University women shall constitute a separate precinct.

The officers of the Student Body together with the members of the Student Council shall constitute a board of election judges, whose duty it shall be to receive and canvass the votes.

The election judges shall come together within twenty-four hours to canvass the ballots. The result shall be declared in the *Evening Missourian*.

The preferential system of voting shall be used when there are more than two candidates for any single office. Each voter, if there be three candidates for the same office, shall vote for a first and second choice, indicating his choice by numbering 1 and 2.

If there be more than three candidates for an office, each voter shall vote for first, second and third choices in order 1, 2 and 3.

The election judges shall count the votes in the following manner: The first choices of all ballots shall be counted, and the one receiving the majority of all first choices shall be declared elected.

If no one receives a majority of the first choices, the candidate standing lowest shall be dropped and his first choice ballots shall be distributed among the remaining candidates according to the second choices expressed thereon.

If no one has yet received a majority of all votes cast, again the lowest man shall be dropped and his first choices distributed among the candidates remaining, according to the second choices expressed on his ballots, or if any of the second choices have been dropped according to the third choices.

This process shall continue until one candidate shall have received a majority, in which case he shall be declared elected, or until the



candidates are reduced to two, in which case the one having the highest number of votes shall be declared elected.

To illustrate: A, B, C and D are running; out of 2,000 ballots cast, 900 express first choice for A, 500 for B, 350 for C, and 250 for D. No one has a majority as 1,001 votes are required. D is dropped and his votes are distributed among the others, according to the second choices on D's ballots. Suppose D's ballots run thus: 103 second choices for A, 97 for B, and 50 for C. Totaling the votes, A has 1003, B has 597, and C has 400. A, having a majority, is elected.

**Duties:** The President shall call and preside over student mass meetings.

The Vice-President shall perform the duties of the President in the event of his failure to return to school or of his temporary or permanent absence.

The Secretary-Treasurer shall receive, hold, and pay out all funds of the Student Body as directed by the Student Body in mass meeting assembled.

The Cabinet (Student Council) shall be composed of one man from each division of the University, to be elected by his division on the same day and in the same manner as the other officers, and in addition, three men elected from six men nominated from the sophomore class at large, no more than two of which nominees shall be from one department. These three men shall be elected at the general student election on the same

day and in the same manner as other All-Student officers. In addition there shall be two representatives from the Woman's Council, one of whom shall be the President of the S. G. A. and the other to be elected by the Woman's Council. Of this body the president of the Student Body shall be ex-officio chairman, the secretary-treasurer ex-officio secretary, and the vice-president a member.

This cabinet shall have power to make recommendations upon matters of student policy and to represent the Student Body in negotiations with the Faculty and Officers of Administration.

The constitution may be amended in two ways:

(a) The Student Council may propose amendments to be submitted by ballot to the electorate at a general student election.

(b) The Student Body in mass meeting assembled may vote upon amendments proposed by students in general, provided the proposed amendments have been published in the *Evening Missourian* at least ten days before the election.

**I. Amendment Regulating Qualifications for Members of the Student Council.** No student shall be eligible for membership in the Student Council as representing any school or college in the University unless at the time of taking office such member be a Senior in some school or college of the University.

**II. Amendment Regulating the Filling of Vacancies in the Student Offices:**

(a). If the party elected to the office of Student President, Vice-President, Secretary-Treasurer or Councilman fails to enter upon his or her duties within one month from the beginning of the school for which elected, that office shall be deemed vacant, and such vacancy shall be filled as provided by existing rules and regulations and the provisions herein contained.

(b). If the office of Student President should become vacant and there be no Vice-President or Secretary-Treasurer in office to succeed the Presidency, such vacancy shall be filled by the Student Council from among its membership.

(c). If the person having the office of Student President, Vice-President, Secretary-Treasurer, or Councilman cease to be a student of the University during his or her term of office, such office shall be deemed vacant, and the person vacating his or her office shall not be entitled to re-enter upon the duties of his office upon renewing his or her connection with the University.

(d). In case of a vacancy in the Student Council from any School or College of the University, such vacancy shall be filled as follows: the Student President shall notify the All-Department President of the school or college wherein vacancy exists of such vacancy. If there be no All-Department President then the President of the Senior Class of such school or college be so notified. Such officer as notified shall call a mass meeting of his or her school or college and elect

a councilman to fill the vacancy. If such mass meeting is not called within two weeks of the notice above mentioned, it shall be the duty of the Student Council to fill such vacancy from the qualified members of such school or college.

(e). If a vacancy occurs from among the Councilmen-at-large, such vacancy shall be filled by nomination by the Student President from the Junior Class, such nomination to be confirmed by the Student Council.

## THE REVISED HONOR SYSTEM

(Adopted by the Student Body, April 26, 1918.)

Each student shall affix to any written work assigned to him individually, whether done in or out of class, the following pledge:

*I have neither given nor received help on this work. Signed—*

Reports of the violation of this pledge should be made to the Woman's Council, if the offender is a woman, or to the Student Senate, if the offender is a man.

## STUDENT REGULATION REGARDING HAZING AND RULES FOR FRESHMEN

It is the opinion of the majority of the students of the University of Missouri that hazing must cease. At a mass meeting of the Student Body on April 12, 1916, the following resolution was passed: "Be it resolved by the Student Body of the University of Missouri in mass meeting

assembled, that all forms of hazing and 'chi-chi-ing' be henceforth abolished and prohibited."

As hazing grew out of the enforcement by the sophomores of the rules for freshmen, the Student Council, in complying with the resolution of the Student Body, decided to define hazing and to establish rules which would require freshmen to conform to the traditions on the Campus. The following definition and rules have been adopted:

### Definition of Hazing

Hazing is the attempt of any student or group of students to enforce or to punish for the violation of student rules and customs for freshmen by paddling, ducking, or any other form of force or humiliation.

The Student Senate shall investigate all charges of violation of the rule against hazing brought to its attention and upon proof of the guilt of any student so charged, shall refer the case to the University Discipline Committee, and recommend that the committee act in the matter.

### RULES FOR FRESHMEN

(1) Until Thanksgiving freshmen in the College of Arts and Science shall wear red caps; in the College of Agriculture white caps; in the School of Law purple caps; and in the School of Engineering green caps.

(2) Except upon the call of the President of the Student Body freshmen shall not have class meetings during the fall term.

(3) Freshmen shall not walk on the grass on the Campus.

(4) Freshmen shall not smoke or chew on the Campus.

(5) Freshmen shall stay out of pool halls until Thanksgiving.

(6) Violations of these rules shall be dealt with by the Student Senate.

These rules represent the sentiment of the entire student body rather than of the Sophomores alone and, therefore, all students are interested in their enforcement. Consequently, they have been adopted by the Student Body to be enforced by the Student Senate representing all the students. The attempt by individuals to enforce these rules is an infraction upon the prohibition against hazing and the offender will be dealt with by the proper authority.

It is hoped that these rules for freshmen and against hazing will be enforced by the sentiment of the Student Body alone. The Student Council in its attempt to carry out the wishes of the students relies chiefly upon the sense of duty of the upperclassmen, sophomores, and freshmen.

## THE STUDENT SENATE

### *Constitution.*

#### ARTICLE I

##### The Name

Section 1. The name of this organization shall be the Student Senate of the University of Missouri.

#### ARTICLE II

##### The Object and Functions

Section 1. The object of the Student Senate is to aid in the enforcement of all University regulations tending to the moral uplift of the Student Body, and to create and enforce a sentiment against any conduct not in accord with student sentiment.

Section 2. The functions of the Student Senate are to represent the Student Body in matter of discipline. It shall have power to investigate the conduct of any student or group of students not in accord with student sentiment,—whether such conduct has been expressly prohibited by rules or not. It may initiate any investigation or try cases referred to it by the faculty, Discipline Committee, or any student of the University. Witnesses may be summoned, and any summons signed by the President, Vice-President, and Secretary of the Senate shall have the force and effect of a summons issued by a dean of the faculty. All trials shall be conducted in closed

session, and the procedure may be varied to meet the needs of a particular case,—no attempt being made to duplicate the practice of a court of law. If an investigation discloses a breach of University discipline, the facts of such breach together with any recommendations which the Senate may make, shall be communicated in writing as soon as possible to the Discipline Committee. The findings of facts contained in this report shall be final unless an appeal is made within twenty-four hours to the Discipline Committee.

If for any reason the Student Senate is deemed disqualified to try a particular case, the complainant shall file a writ of appeal praying that the case be referred directly to the Discipline Committee. A copy of such appeal, with reasons why it should be granted, shall be presented to the President of the Student Senate at least twenty-four hours before the date set for trial. The Discipline Committee shall pass upon the sufficiency of this appeal.

### ARTICLE III

#### Members

Section 1. The Student Senate shall be composed of one senior and one junior representative from each of the schools and colleges of the University, and two representatives from the Graduate School.

Section 2. They shall be chosen in the follow-



ing manner: Representatives from each school and college shall be elected in April from that class which next year shall be the junior class in that division of the University, at a department meeting called by the presiding officer of the department where the department is so organized, otherwise at a class meeting, whose members will the following year be juniors in their department. The representatives thus elected shall be present at the last regular meeting of the Student Senate of that year and their names placed upon the secretary's roll. They shall enter in upon their duties at the close of the school year.

Section 3. The Schools of Business and Public Administration, Education, Journalism, and Medicine shall elect their representatives from their junior class at a department meeting to be called by the presiding officer of each department during the first month of the school year. The Graduate School shall choose two representatives at a department meeting called during the first month of the school year.

Section 4. The senator chosen shall be a bona fide member of the class and department he represents.

Section 5. Each representative shall serve two years except the representatives chosen from the Graduate School which shall serve for only one year.

Section 6. In case of vacancy a special election shall be called by the presiding officer of the department and the representative to fill the

vacancy shall be elected at a mass meeting of the department.

## ARTICLE IV

### Officers

Section 1. The officers of the Student Senate shall be a president, vice-president, and secretary-treasurer.

Section 2. The president shall be elected at the last regular meeting of each school year and shall enter upon his duties immediately upon election and shall be sworn in by the outgoing president. The rest of the officers shall be chosen at the first regular meeting of the following school year and shall enter upon their duties immediately upon their election.

Section 3. The president shall be of that class that shall be the senior class the following school year.

Section 4. All officers shall be elected by ballot. In case of vacancies the Senate shall immediately fill the vacancies at its next regular meeting.

## ARTICLE V

### Duty of Officers

Section 1. The president shall preside at all meetings, appoint all committees unless otherwise provided by motion, issue orders upon the secretary-treasurer, call special meetings, and perform such other duties as ordinarily devolve upon a president.

Section 2. It shall be the duty of the vice-president to perform the duties of the president in his absence.

Section 3. It shall be the duty of the secretary-treasurer to keep and preserve correct minutes of the proceedings of the Senate, notify committees, and officers, of their election or appointment, to notify all members of the Student Senate of any special meetings that may be called by the president, to read all papers handed to him for that purpose by the president, to conduct all correspondence and report the communications received, keep a complete record of the funds received by him, and make out an account of same at the end of the term and turn over the balance to his successor, pay out money only upon the order of the president and perform such other duties as usually devolve upon a secretary-treasurer.

## ARTICLE VI

### Quorum

Section 1. A majority of members elected shall constitute a quorum.

## ARTICLE VII

This constitution shall be amended by a majority vote of the student body, or by the unanimous vote of the Student Senate at any regular meeting.

# ALL-STUDENT OFFICERS AND MEMBERS OF THE STUDENT COUNCIL,

*For the session of 1920-21*

President .....	FRED ELDEAN
Vice-President .....	BEN DRYMON
Secretary-Treasurer .....	J. MAX MCCANN

## COUNCILMEN

Agriculture .....	GEORGE BROWNING
Arts and Science .....	GEORGE WILLIAMS
B. and P. A. ....	JAMES C. JARRELL
Education .....	TO BE ELECTED
Engineering .....	HERBERT DRAPER
Journalism .....	HARRY MANN
Medicine .....	BEN M. BULL
Law .....	CHARLES L. MOORE
Graduate .....	TO BE ELECTED
Councilmen-at-large .....	LOUIS D. POTTER
	GERALD N. WADDELL
	DONALD C. WHITCOMB
S. G. A. ....	MARGARET HAWKINS
	ONE TO BE ELECTED

# OFFICERS AND MEMBERS OF THE STUDENT SENATE

*For the session of 1920-21*

President .....	WALTER GRAY
Vice-President .....	JOHN A. ORRIS
Secretary-Treasurer .....	J. H. G. COOPER

## MEMBERS

Agriculture .....	BEN RODGERS
	WAVERLY HAYS
Arts and Science .....	JOSEPH T. HUNT
	ONE TO BE ELECTED
B. and P. A. ....	J. H. COOPER
	ONE TO BE ELECTED
Education .....	TWO TO BE ELECTED
Engineering .....	JAMES H. BEAVEN
	ONE TO BE ELECTED

Graduate .....	TWO TO BE ELECTED
Journalism .....	E. DeLONG
	ONE TO BE ELECTED
Law .....	WALTER GRAY
	FREDERICK MAUGHMER
Medicine .....	JOHN A. ORRIS
	ONE TO BE ELECTED

## CLASS AND DEPARTMENT OFFICERS

1920-21

*All Class Presidents*

Senior .....	TO BE ELECTED
Junior .....	CLEO J. FLOWERS
Sophomore .....	HARLAND A. CARTER
Freshman .....	CHESTER A. LYLE

*University Women*

Senior .....	FLOY JOSLYN
Junior .....	ANNA PAYNE
Sophomore .....	MARIAN HAIRE

*College of Agriculture*

Senior President .....	BILL HAYDEN
Junior President .....	TO BE ELECTED
Sophomore President .....	TO BE ELECTED

*College of Arts and Science*

Senior President .....	TO BE ELECTED
Junior President .....	ANTON TIBBE
Sophomore President .....	HENRY LACOSSET

*School of Business and Public Administration*

Directors .....	TO BE ELECTED
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*School of Engineering*

Senior President .....	TO BE ELECTED
Junior President .....	WILLIAM C. JACKSON
Sophomore President .....	STEPHEN H. KEISER
Freshman President .....	ALLEN WEIDEMAN

*School of Journalism*

Senior President .....	TO BE ELECTED
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*School of Law*

Senior President .....	TO BE ELECTED
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*School of Medicine*

Senior President .....TO BE ELECTED

Junior President .....DWIGHT CLARK

*School of Education*

Senior President .....TO BE ELECTED

*Graduate School*

Senior President .....TO BE ELECTED

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## THE WOMEN'S SELF GOVERNMENT ASSOCIATION

*Constitution.* .....

## ARTICLE I

## Name

The name of this organization shall be the Women's Self Government Association of the University of Missouri.

## ARTICLE II

## Purpose

The purpose of this association shall be to secure uniform and individual representation in student activities, to promote broad social interests among University women, and to foster a living school spirit.

## ARTICLE III

## Membership

Any woman student may, by paying fifty cents a year, become a member of this association.

## ARTICLE IV

## Powers

Section 1. The association shall have power to make all necessary rules and regulations regarding the conduct of women students and to aid and promote all student organizations and activities in which women students are concerned. Its executive council shall have power to act as a board of arbitration and make all needful regulations in case of trouble or disagreement between individual women students, or different classes or organizations of women.

Section 2. The executive council shall have power to interpret and enforce regulations made by the association.

Section 3. The executive council shall have supreme power to enforce rules adopted by the Women's Self Government Association and to decide all questions of discipline relating to University women. The faculty committee on discipline for women shall act as a board to approve decisions of the Council in matters of discipline before action is taken.

## ARTICLE V

## Legislative Department

The legislative power shall be vested in the association as a whole.

## ARTICLE VI

## Executive Department

Section 1. The officers of the Association shall

be President, Vice-President, Secretary, and Treasurer.

Section 2. The president shall, at the time of her election have such credit as, taken with the courses at the time of her election, will insure her having full senior standing (84 hours), and the vice-president shall have full junior standing (54 hours) at the time they assume office. They shall assume their duties the first term of the regular school year. The officers who shall serve the third term may be appointed by the outgoing officers from among women who will attend the third term.

Section 3. The officers shall be elected by ballot in a mass meeting of the whole association. The election shall be held by the third week in April. The officers shall hold office during the first and second terms or until their successors have been elected.

Section 4. The class representatives shall be elected by ballot by their respective classes. The incoming senior, junior, and sophomore classes shall elect the second week in April, their representatives shall hold office during one school year. Candidates must have such credit as, taken with the courses for which they are enrolled at the time of election, will insure their being members, at the beginning of the next regular session of the class which they are to represent. The freshman class shall, the first week in October, elect their officers for the remainder of the school year. District captains shall elect their



president and representatives not later than the last week in October, in a meeting at which two-thirds of the members are present. No class representative shall hold any one of the four offices of the Association.

Section 5. The duties of the president, vice-president, secretary, and treasurer shall be such as usually pertain to their respective offices. In addition, the president shall appoint, from the Association at large, women to share committee work with the members of the executive council. The secretary shall, from lists furnished by the district captains, compile and keep a record of the names and addresses of all members of the Association.

Section 6. The executive power shall be vested in an executive council, which shall consist of the president, the vice-president, the secretary and the treasurer of the Association; two representatives from each class, one of which shall be the president of the class; one representative from the Graduate School; the presidents of the Young Women's Christian Association, and of the Woman's Athletic Association, and of the Woman's Pan-Hellenic Association; and the chairman and one other representative of the organization of district captains.

Section 7. The University Women shall be equally divided into ten districts, according to geographical location. Each district shall elect a District Captain who shall be responsible to the Self Government Association for that dis-

trict. Each house in each district, in which there are as many as two university women living, shall elect a House President who with the landlady or chaperon shall be responsible for the enforcement of the University Women's Rules. The House President shall be responsible to the District Captain and the landlady or chaperon shall be responsible to the Adviser of Women.

## ARTICLE VII

### Judicial Department

The president shall appoint two members of the Executive Council, who with herself shall constitute a secret discipline committee. This committee shall hear evidence in matters of discipline and shall present such evidence to the Executive Council.

## ARTICLE VIII

### Meetings

Section 1. Meetings of the Association shall be called at any time by the president, or at the written request of twenty-five members.

Section 2. An annual mass meeting shall be held within a week after fall registration, at which the constitution and by-laws shall be read.

Section 3. At all meetings of the Association for legislative purposes, one-sixth of the members shall constitute a quorum.

## ARTICLE IX

## Vacancies

Section 1. In case of vacancy in any office, or of inability of an officer to serve, or the absence of an officer from the University for more than two months, the vacancy shall be filled for the remainder of the term by the executive council.

Section 2. Vacancies occurring among class representatives on the council shall be filled by the class, in special election.

## ARTICLE X

## Amendments

Section 1. Any proposed amendment to this constitution must be presented in writing and signed by at least twenty-five members of the Association. It shall then be submitted to the secretary who shall post it on the official bulletin board of the Association at least two weeks before it is presented for vote.

Section 2. A two-thirds majority of all present at the meeting at which the amendment is voted upon shall be required for the adoption of any amendment.

## ARTICLE XI

## Adoption

This constitution must be approved by the Board of Curators of the University.

## EXECUTIVE COUNCIL

*For the session 1920-21*

President .....	MARGARET HAWKINS
Vice-President .....	HOPE JOSLYN
Secretary .....	MILDRED HENDERSON
Treasurer .....	ELLA WYATT
Y. W. C. A. ....	KATHERINE HILLIX
W. A. A. ....	MARIE PARKER
Pan-Hellenic .....	ONE TO BE ELECTED
Graduate .....	ONE TO BE ELECTED

*Senior*

FLOY JOSLYN, President  
 MARY CHORN, Council Representative

*Junior*

ANNA PAYNE, President  
 VELMA BARNES, Council Representative

*Sophomore*

MARION HAIRE, President  
 ROSEBUD DARLINGTON, Council Representative

*Freshman*

TWO TO BE ELECTED

*District Captains*

TWO TO BE ELECTED

---

 THE MISSOURI UNION

The Missouri Union was organized in the spring of 1916 to fill the need of an all-University organization, an organization to bind together all who are and have been connected with the University for the energetic promotion of the University's welfare and for their own common advantage.

Annual membership is \$3, which includes subscription to the Missouri Alumnus. Non-resident alumni and former students pay the same.

Life memberships are \$50, which also includes subscriptions to the *Alumnus*.

Although the Missouri Union in wartime gave up the building formerly used as headquarters, the form of organization has been maintained in the expectation that sooner or later the University will have a Union building. It has been planned to erect a memorial tower and Union building in honor of the students of the University who took part in the war. This project, although it has not been carried to the stage of asking for subscriptions, has been so favorably received by graduates, former students and friends of the University that its eventual success seems assured.

The constitution adopted by the Missouri Union in 1916 follows:

### I. Name

This association shall be known and incorporated as The University of Missouri Union.

### II. Purpose

The purpose of the Union shall be to develop a broad and democratic Missouri spirit, to weld all departmental interests of past and present students and faculty into a common enthusiasm and activity for the good of the University. To foster this purpose one of the principal aims of the Union shall be to establish and maintain a Union Building.

### III. Membership

Sec. 1. The term "alumni" as used in this con-

stitution shall mean graduates and former students of the University.

Sec. 2. Active Members. Any person who is or has been a student in the University, a member of the faculty or officer of the University may become an active member upon payment of the annual dues.

Sec. 3. Life Members.

a. Any person eligible to active membership may become a life member upon payment of fifty dollars.

b. Any person not eligible to life membership under the preceding section may become a life member upon the approval of two-thirds of the Board of Directors and the payment of fifty dollars.

Sec. 4. Honorary Members. Any person who has rendered distinguished service to the University may be elected to honorary membership by a two-thirds vote of the members present at any meeting, provided such person has been approved by the Board of Directors.

#### IV. Privileges

Members of the above classes shall have the same privileges except that only active members shall have the right to vote. Only alumni members shall vote for alumni representatives on the Board of Directors; only faculty members shall vote for faculty representatives on the Board of Directors; and only student members in a Division shall vote for the representative from that Division.

## V. Government

Sec. 1. The government of the Union shall be vested in a Board of Directors composed of the president and vice-president of the Union, nine alumni, two members of the faculty, and one student from each of the Divisions of the University at Columbia annually elected as follows: Three (3) alumni representatives to hold office for three (3) years, one (1) faculty representative to hold office for two (2) years, and one student representative from each of the divisions of the University at Columbia, to hold office for one year.

Sec. 2. This Board shall constitute the Board of Directors for the corporation; it shall have legal title to the property of the union, and shall be especially vested with power to receive donations for the Union.

Sec. 3. A majority shall constitute a quorum of the Board of Directors, but upon demand of any two members present, any vote passed by less than an absolute majority shall not go into effect unless ratified by an absolute majority at a vote taken by mail.

Sec. 4. The officers of the Union shall be a President, a Vice-President, a Recording Secretary, a Corresponding Secretary, a Treasurer, and a Manager, and shall be appointed by the Board of Directors at an annual meeting to be held in Columbia at Commencement. The President, Vice-President, Recording Secretary and Treasurer shall hold office for one year. The Manager

shall hold office until removed by the Board of Directors.

Sec. 5. The officers shall perform such duties as usually appertain to their offices or as directed by the Board of Directors, and shall constitute an Executive Committee. The Vice-President, Treasurer and Manager, shall constitute a Finance Committee, of which the Vice-President shall be chairman.

Sec. 6. All representatives on the Board of Directors and all officers shall be members of the Union. The President shall be an alumnus; the Vice-President and Recording Secretary shall be students; the Treasurer shall be either a resident alumnus or member of the faculty. The Secretary of the Missouri Alumni Association shall be Corresponding Secretary of the Union. Any student shall be eligible to represent his or her division upon the Board of Directors.

Sec. 7. Any vacancy occurring in the Board of Directors shall be filled by the Board itself.

## VI. Nominations and Elections

Sec. 1. The President of the Missouri Alumni Association shall, on or before February 1 of each year, appoint a committee of three alumni which shall nominate alumni candidates equal to double the number of positions to be filled and submit these names to the Corresponding Secretary of the Union before March 1. The Corresponding Secretary shall then take a vote



by mail of the alumni members of the Union upon these candidates before April 1.

Sec. 2. Election of faculty and student representatives on the Board of Directors shall be held at a ballot election before May 1.

## VII. Suspension and Expulsion

Any member of the Union may on sufficient cause be suspended or expelled by a vote of three-fourths of the Board of Directors. Before such action is taken the Recording Secretary shall send to the member a copy of the charge preferred against him; and upon request the member shall have a hearing before the Board of Directors.

## VIII. Amendments

Amendments to this constitution may be proposed by the Board of Directors and adopted by a majority vote of members voting upon the proposed amendments. The vote upon amendments shall be taken at the same time and in the same manner as votes for representatives on the Board of Directors.

## IX. Adoption

This constitution shall go into effect when adopted by both the Missouri Alumni Association and the Student Body of the University. The first Board of Directors shall then be chosen as follows: Three alumni to hold office for three years; three alumni to hold office for two years; and three alumni to hold office for one year; one member of the faculty to hold office for two

years; and one member of the faculty to hold office for one year; one student from each of the following divisions of the University: Colleges of Arts and Science, and Agriculture, Schools of Business and Public Administration, Education, Engineering, Journalism, Law, Medicine, and the Graduate School to hold office for one year. In such elections an alumnus may vote for alumni representatives; any member of the University Faculty may vote for faculty representatives, any student in a division may vote for the student representative from that division.

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## THE SAVITAR OF THE UNIVERSITY OF MISSOURI

### *Constitution*

#### PREAMBLE

In order to effect a uniform and stable plan for the publication of the Student Annual of the University of Missouri, the Student Council hereby adopts this Constitution.

#### ARTICLE I

The name of the Student Annual shall be "The Savitar." It shall be issued by the junior class of the University of Missouri.

#### ARTICLE II

##### Savitar Board

The Savitar shall be owned and managed by a

body known as The Savitar Board. This Board shall be composed of the members of the advisory board and the managing board hereinafter provided for.

### ARTICLE III

#### Advisory Board

There shall be an advisory board consisting of the managing editor, the business manager, and the three associates, who have issued The Savitar of the preceding year.

### ARTICLE IV

#### Managing Board

There shall be a managing board consisting of a managing editor, a business manager, and three associates, selected from the sophomore class at a general student election.

### ARTICLE V

#### Organization and Functions of the Savitar Board

Section 1. The officers of The Savitar board shall be chosen from the advisory board. There shall be a president, vice-president, and such other officers as the advisory board may select. The managing editor and the business manager of The Savitar of the previous year shall be president and vice-president respectively.

Section 2. The general functions of The Savitar board shall be as follows: (1) to determine general policy; (2) to determine the sale price of The Savitar, the price of space in same, and

the number of copies to be printed; (3) to assume the financial responsibility of the publication; (4) to call for and receive reports from the managing editor and the business manager.

Section 3. The Savitar board shall hold regular monthly meetings, and each member shall be entitled to vote on all questions.

## ARTICLE VI

### Organization and Functions of the Advisory Board

Section 1. The offices and officers of the advisory board shall be the same as those of The Savitar board.

Section 2. The advisory board shall have power to suspend any member of The Savitar board subject to an appeal to the Student Council. In all matters pertaining to general policy the advisory board shall have the right to be consulted, but, aside from the exercise of its duties as a part of The Savitar board, it shall exercise no policy-forming function.

## ARTICLE VII

### Organization and Functions of the Managing Board

Section 1. The regular officers of the managing board shall be the managing editor and the business manager and such other officers as the managing editor may select from the three associates.

Section 2. In the choice of the sophomore as-

sistants hereinafter provided for, the managing board shall act as a body over which the managing editor shall preside with power to vote.

Section 3. The managing editor shall exercise all powers and duties necessary to the publication of The Savitar, not otherwise delegated by the provisions of this constitution, provided, however, that the advertising policy shall be under the direct control of the business manager.

## ARTICLE VIII

### Sophomore Assistants

Section 1. There shall be ten assistants chosen from the freshman applicants as hereinafter provided for. From these ten assistants The Savitar board on majority vote shall make recommendation to the Student Council of nominees for managing editor, business manager and the three associates and shall notify all assistants of the nominations thus made before sending the list to the Student Council.

Section 2. At least two assistants shall be nominated for the respective offices of managing editor and business manager, and not more than six assistants shall be nominated for both positions taken together. All assistants not nominated for such positions shall be constituted candidates for positions as associates.

Section 3. The Student Council shall be furnished with these nominations not less than three weeks nor more than one month in advance of the general student election. The Student Coun-

cil shall then allow an opportunity for any assistant, who feels that the nominations of The Savitar Board are unjust, to appear in his own behalf before the Council, and in the event that serious injustice seems to have been done, the Council may refer the nomination of The Savitar Board back to that body for reconsideration, stating the objections that have been made.

Section 4. Upon the petition of ten students requesting the nomination of a student not eligible under the provisions of this Constitution, if the causes and circumstances set forth in the petition are of such weight in the opinion of the Student Council as to merit the inclusion of the student's name on The Savitar ballot, the Student Council reserves the right to make such nomination, but not more than one nomination annually shall be thus made.

Section 5. It shall be the duty of the Student Council to include all nominations on the ballot to be voted on at the general student election.

## ARTICLE IX

### Freshman Applicants

Section 1. Provision shall be made by The Savitar Board for an unlimited number of freshman applicants for work on The Savitar. All applications shall be made to The Savitar Board in the manner prescribed by it, and it shall be the duty of the managing editor to give each applicant an opportunity to do work in order to demonstrate his ability.

Section 2. From these applicants the managing board shall near the close of the school year, make a recommendation of ten to the advisory board to serve as sophomore assistants.

Section 3. It shall be the duty of the advisory board to pass upon the recommendations thus made and to make a report of its findings to the Student Council. The advisory board may make choices independent of those made by the managing board, but the choices of the managing board shall likewise be sent to the Student Council.

Section 4. Upon the receipt of such recommendations the Student Council shall make such investigations as it sees fit and shall then select ten from those recommended, or shall call upon the managing board to make new selections. In case the managing board is asked to make new selections procedure shall be the same as in the original selection.

Section 5. The Student Council shall notify all applicants of the final results and each applicant shall have an opportunity to be heard in his own behalf.

## ARTICLE X

### Representatives from Departments

Section 1. Each department of the University shall select one representative to act under the direction of the managing editor in gathering the material for The Savitar from that department. Each representative so selected and so

serving shall be entitled to a complimentary copy of the book and shall have his or her picture included in the junior panels free.

## ARTICLE XI

### Vacancies

Section 1. The Savitar board shall have power to fill by appointment all vacancies which may occur on the managing board, but such appointments shall be made from those who have served as sophomore assistants on The Savitar of the preceding year, and have failed of election to the managing board, if such students are in school. In any case such appointments shall be made from the junior class. These appointments shall be subject to the approval of the Student Council.

Section 2. All vacancies which may occur in the group of sophomore assistants shall be filled by appointments in the manner provided for in article IX, sections 2, 3 and 4, provided a sufficient number of freshman applicants of the preceding year are in school. In any case such appointments shall be made from the sophomore class.

## ARTICLE XII

### Salaries

Section 1. The managing editor shall receive from the profits of the publication \$400 for his services, and no more.

The business manager shall receive from the profits of the publication \$350 for his services, and no more.



Each associate shall receive from the profits of the publication \$75 for his services, and no more.

Each member of the advisory board shall receive from the profits of the publication \$25 for his services, and no more.

Section 2. The Savitar board shall have power to create other salaried offices to be held by persons appointed by the managing editor, provided that no member of the Savitar Staff shall be appointed to such office or offices.

Section 3. In case the profits of the publication for the year are not sufficient to provide for full amount of the salaries provided for, the profits which do exist shall be distributed among the members of The Savitar Board, and such other salaried officers as may be hereafter duly appointed, according to the proportion laid down in the specification of salaries.

Section 4. If, after all expenses and salaries have been paid, a profit remains, each sophomore assistant who fails of election to the managing board shall be entitled to one-fifth of twenty per cent of such profit, provided however, that in no case shall any such assistant receive more than \$25.

## ARTICLE XIII

### Sinking Fund

Section 1. All surplus profits which shall accrue from the publication of The Savitar shall be maintained as a sinking fund for The Savitar to be held under the control of The Savitar Board.

However, no salaries shall be paid from the Sinking Fund.

## ARTICLE XIV

### Financial Statement of The Savitar Board

Section 1. The president of The Savitar Board, not later than October 10th, shall transmit to the Student Council a complete, detailed financial statement of The Savitar of the preceding year, and such statement shall be submitted by the Council to a certified accountant for auditing, the expenses of such audit to be borne by The Savitar board; and, in addition, the president of The Savitar board shall each month transmit to the Student Council a report showing the current receipts and expenditures of The Savitar.

## ARTICLE XV

### Keeping of Accounts

Section 1. It shall be the duty of The Savitar board to maintain an uniform system of accounting.

Section 2. Such system shall be prescribed and outlined by the Student Council in the form of special by-law, and shall be followed by the successive Savitar Board except in so far as the system is changed or amended by subsequent action of the Student Council.

Section 3. The auditor of accounts shall be designated by the Student Council, and his report shall not only include the audit of the accounts but shall include any recommendations

that he desires to make of improvements in the system of accounting.

Section 4. After the yearly report of The Savitar Board has been submitted to the auditor and his report has been made, and the two reports have been approved by the Student Council, they shall be published in the *Evening Missourian* at the expense of the Student Council.

## ARTICLE XVI

### Savitar Queen Contest

In receiving votes in the annual Savitar Queen Contest, The Savitar board shall observe the following regulations, to-wit:—

(1) No votes shall be cast except on the expenditure of money to The Savitar Board on the basis of value received, i. e. purchase of Savitars, purchase of space in the Savitar by individuals, organizations, or by advertisers in the Savitar, which space shall be actually occupied and used.

(2) All votes by individuals on the basis of Savitars and space bought and paid for shall be cast on ballots specially prepared with space for the name of the candidate voted for, and signature of the person casting the votes. These spaces shall be filled when the votes are cast.

(3) All votes cast by organizations on the basis of space bought and paid for shall be cast on ballots indicating on their face that it is an organization casting the votes, and indicating also the candidate voted for, and signed by the

President and Secretary of the organization. In receiving payment from organizations for space receipts shall always be given and a stub kept that will indicate the name of the organization, the amount of payment made, and the amount of space in The Savitar contracted for.

(4) All votes cast by business firms advertising in The Savitar shall be cast on ballots indicating that it is a firm casting the votes on the basis of advertising space bought and paid for, indicating the candidate voted for, and signed by some member of the firm. In receiving payment from firms for advertising space receipts shall be given and a stub kept that will indicate the name of the firm, the amount of the payment made, and the amount of advertising space in The Savitar contracted and paid for.

Section 5. Members of The Savitar Staff shall not solicit votes nor cast ballots.

Section 6. It shall be the duty of a committee of three of the Student Council appointed by The Savitar president to aid in the counting of the votes and to certify the correctness of the count, according to their best knowledge and judgment. All votes cast during the Queen contest that are in violation of these requirements shall be cast aside as invalid, and shall not be counted.

## ARTICLE XVII

### Enacting Clause

Section 1. This constitution shall go into op-

eration at the beginning of the school year 1915-16 and shall have full force and effect at all times thereafter.

Section 2. The Student Council shall make all necessary provisions for the nomination and elections of the members of the managing board of The Savitar for the year 1915-16; and the Student Council shall appoint the members of the advisory board for the year 1915-16.

## ARTICLE XVIII

### Amendments

Section 1. The Student Council reserves the right to amend or rescind this constitution. It shall be the duty of the secretary of the Student Council to transmit to The Savitar Board an exact statement of each and every proposed amendment at least one week before the date for final consideration.

Section 2. The Savitar Board may propose amendments to be passed upon by the Student Council.

### SAVITAR BOARD

Session of 1920-21

#### *Advisory Board—*

JAMES H. McLAIN

EDWIN N. JACQUIN.

CORINNE MACKEY.

JOHN BRACKETT.

EMIL NATHAN.

#### *Managing Board—*

FRANCIS MISSELWITZ, Managing Editor.

GEORGE MASSENGALE, Business Manager.

A. O. COLLINGS, Associate Editor

HENRY McQUEEN, Associate Editor.

ISABEL NASON, Associate Editor.

## YOUNG MEN'S CHRISTIAN ASSOCIATION

The object of this Association is to cultivate the spirit and growth of Christian fellowship among its members, and to do practical service in a Christian way to others. Thru its activities in the past it has made itself a means of much good on and around the campus.

The officers and cabinet members are, in general, all men who have been or are active in college work of a varied nature.

The activities of the Association cover all kinds of service, study, and worship. Numerous social functions for students are held during the year; the work of the employment bureau is extensive; the attention given to new students is helpful at the beginning of the year; Bible and mission study classes are held regularly; the building is open for a general meeting place for men, with reading and game rooms, and special club-rooms are provided for those who apply in advance of the time set for the meeting; opportunities for doing social betterment work, religious extension work, and other community service is offered to all.

### OFFICERS AND DIRECTORS OF THE YOUNG MEN'S CHRISTIAN ASSOCIATION FOR YEAR 1920-21

President .....	STANLEY ANDREWS
Vice-President .....	TUCKER SMITH
General Secretary .....	J. K. O'HEERON
Business Secretary .....	EARL W. MOUNCE
Employment Secretary .....	H. C. PEPPER
Recorder .....	CLARENCE LOCKWOOD
Treasurer .....	W. E. SMITH

## BOARD OF DIRECTORS

*Student members*

STANLEY ANDREWS	CLARENCE LOCKWOOD
W. E. CROWE	H. C. PEPPER
LAWRENCE DEMUTH	TUCKER SMITH
FRED ELDEAN	PAUL WHITENER

*Faculty members*

DR. B. F. HOFFMAN	DEAN WALTER MILLER
JOHN F. MILLER	M. F. MILLER

*Alumni members*

NATHAN SCARRITT, Kansas City
W. E. SMITH, Columbia

## CABINET

HERBERT BLUMER	TUCKER SMITH
CARL P. BURCH	U. WATADA
LAWRENCE D. JONES	PAUL WHITENER
H. C. PEPPER	

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## YOUNG WOMEN'S CHRISTIAN ASSOCIATION

This organization exists for the purpose of aiding women students of the University and promoting their growth in Christian faith and character, especially thru the study of the Bible. The officers and members of the organization attempt to be of service to all women students. Their efforts take the form of religious and social meetings, the Big Sister movement, and various other activities. Thru the Big Sister movement the members strive to assist new women students with the various problems confronting them.

The organization has the use of Room 219 Academic Hall where all women students are welcome.

The officers of the Association are: president, vice-president, secretary, and treasurer. The following committees work under the direction of the Y. W. C. A.,—Membership, Finance, Extension, Devotional, Social, Big Sister, Religious Work, World Fellowship, Publicity, and Conference.

The four regular officers together with the chairmen of standing committees, and the annual member constitute the cabinet of the Association and have general management of the affairs of the Association.

#### Y. W. C. A. OFFICERS AND CABINET FOR 1920-21.

##### *Cabinet*

PRESIDENT .....	Katherine Hillix
VICE-PRESIDENT .....	Mary Chorn
SECRETARY .....	Alline Smith
TREASURER .....	Florida Parsons
ANNUAL MEMBER .....	Anna Payne
FINANCE .....	Florence Schaper
DEVOTIONAL .....	Henrietta Stewart
SOCIAL .....	Edna Wolfe
SOCIAL SERVICE .....	Ruth Spangberg
FRESHMAN COMMISSION .....	Elsa Bradley
PUBLICITY .....	Betty Johnson
BIBLE STUDY .....	Lucille Meinoffer
MUSIC .....	Elsie Cornell
WORLD FELLOWSHIP .....	Mildred Hill
CONFERENCE .....	Velma Barnes
BIG SISTER .....	Floy Joslyn

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## STUDENT ORGANIZATIONS

It may be of advantage particularly to new students to know something of the number, names, and nature of the various student organ-



izations in the University. Aside from the general interest involved in the many-sidedness of University life indicated by the large number of these organizations, real value to the student may be derived from knowing from what field of clubs, associations, and societies there is to choose, and from thus having a definite basis of selection. For this reason, the following information is given:

There are about 110 separate organizations of students in the University, and their total membership, usually amounts to from about 2000 to 2500, but, of course, there are many duplicates. Among the list are sororities and fraternities, social clubs, county clubs, literary and debating clubs, religious organizations, scientific, dramatic, athletic organizations and the like.

The social sororities are:

- Alpha Delta Pi
- Alpha Phi
- Chi Omega
- Delta Delta Delta
- Delta Gamma
- Kappa Alpha Theta
- Kappa Kappa Gamma
- Pi Beta Phi
- Phi Mu

The social fraternities are:

- Acacia
- Alpha Gamma Rho
- Alpha Tau Omega
- Beta Theta Pi

Delta Tau Delta  
Kappa Alpha  
Farm House  
Kappa Sigma  
Phi Delta Theta  
Phi Gamma Delta  
Phi Kappa Psi  
Pi Kappa Alpha  
Sigma Alpha Epsilon  
Sigma Chi  
Sigma Nu  
Sigma Phi Epsilon  
Zeta Beta Tau

The Women's Pan-Hellenic Association and the Men's Pan-Hellenic Council, with delegates from the sororities and fraternities as members, are governing councils over the sorority and fraternity bodies respectively.

There are the following women's honor sororities and professional clubs:

Agricolae (*Agriculture*)  
Home Economics Club  
Pi Lambda Theta (*Educational*)  
Delta Tau Kappa (*English literature*)  
Theta Sigma Phi (*Journalism*)  
Woman's Council  
Women's Self Government Association  
Women's Athletic Association  
L. S. V. (*Senior women*)  
Mortar Club (*Senior women*)

There are the following men's honor and professional fraternities and clubs:

Alpha Chi Sigma (*Chemical*)  
Alpha Delta Sigma (*Advertising*)  
Alpha Kappa Kappa (*Medical*)  
Alpha Zeta (*Agricultural*)  
Delta Sigma Rho (*Debating*)  
Eta Kappa Nu (*Electrical*)  
Gamma Alpha (*Graduate scientific*)  
Mystical Seven (*Senior Honorary*)  
Kappa Tau Alpha (*Advertising*)  
Phi Alpha Delta (*Law*)  
Phi Beta Pi (*Medical*)  
Phi Delta Phi (*Law*)  
Phi Delta Kappa (*Educational*)  
Q. E. B. H. (*Senior Honorary*)  
Quills (*Journalism*)  
Scabbard and Blade (*Military*)  
Sigma Delta Chi (*Journalism*)  
Sigma Gamma Epsilon (*Geology*)  
Sigma Kappa Zeta (*Horticultural*)  
Tau Beta Pi (*Engineering*)

Among other miscellaneous clubs and organizations there are:

Ad Club  
Ad Point Club  
Agricultural Club  
American Institute of Electrical Engineers  
American Society of Mechanical Engineering  
Athenaeum Society (*Debating*)  
Civil Engineering Society

Commerce Club  
Cosmopolitan Club  
Dairy Judging Team  
Dana Press Club (*Journalism*)  
Dixie Club  
Dramatic Arts Club  
Education Club  
Equal Suffrage League  
Glee and Mandolin Club  
Glennon Club (*Catholic*)  
History Club  
Horticultural Club  
Intercollegiate Prohibition Society  
International Polity Club  
Kleio Club  
Knights of St. Patrick (*Engineering*)  
Medical Society  
Menorah Society (*Jewish*)  
Missouri Government Club  
Missouri Union  
M. Men's Organization  
M. Women's Organization  
M. S. U. Debating Club  
Scalpels (*Medical*)  
Steinmetz Club (*Engineering*)  
Stock Judging Team  
University Grange  
Wireless Club

There are various state and county organizations. The religious organizations are the Y. M. C. A., the Y. W. C. A., and the Student Volunteer Band.

## UNIVERSITY OF MISSOURI INTERCOLLEGIATE ATHLETICS

The intercollegiate athletic contests are in charge of the committee on Intercollegiate Athletics. This committee is composed of two alumni, two members of the senior class, the President of the University, four members of the University Faculty, and the Director of Athletics who is the chairman of the committee.

The University is a member of the Missouri Valley Conference and all intercollegiate contests are held under the rules and regulations of this conference. The members of the conference are:

Drake University  
Iowa State College (Ames)  
Kansas State Agricultural College  
University of Kansas  
University of Missouri  
University of Oklahoma  
Washington University  
Grinnell College

### THE FOOTBALL SCHEDULE FOR 1920 FOLLOWS:

October 2.....Missouri Wesleyan at Columbia  
October 9..... St. Louis University at St. Louis  
October 16.....Iowa State College at Ames  
October 23.....Drake University at Des Moines  
October 30.....University of Oklahoma at Columbia  
November 6.... Kansas State Agricultural College at Columbia  
November 13.... Washington University at Columbia  
November 25.... University of Kansas at Columbia

## MISSOURI VALLEY CHAMPIONS

### FOOTBALL RECORD SEASON OF 1919,

Missouri	41	Drury	12
Missouri	6	K. S. A. C.	6
Missouri	10	Ames	0
Missouri	3	Drake	0
Missouri	6	Oklahoma	6
Missouri	5	Nebraska	12
Missouri	7	Washington	0
Missouri	13	Kansas	6
Total points scored by Missouri		91	
Total points scored by opponents		42	

### BASKETBALL SCHEDULE 1921

January 7-8—Ames at Columbia  
 January 14-15—Washington at St. Louis  
 January 21-22—Oklahoma at Norman  
 January 28-29—Kansas at Columbia  
 February 4-5—Washington at Columbia  
 February 11-12—Kansas Aggies at Manhattan  
 February 18-19—Open date  
 February 25-26—Kansas at Lawrence  
 March 4-5—Kansas Aggies at Columbia

## MISSOURI VALLEY CHAMPIONS

### BASKETBALL RECORD SEASON OF 1920.

Missouri	53	Ames	20
Missouri	43	Ames	17
Missouri	34	Washington	29
Missouri	35	Washington	18
Missouri	32	Kansas	27
Missouri	38	Kansas	16
Missouri	21	Kansas Aggies	19
Missouri	33	Kansas Aggies	19
Missouri	44	Drake	9
Missouri	53	Drake	16
Missouri	33	Oklahoma	21
Missouri	53	Oklahoma	18
Missouri	36	Kansas	21

Missouri	31	Kansas	13
Missouri	41	Washington	22
Missouri	34	Washington	27
Missouri	29	Kansas Aggies	21
Missouri	23	Kansas Aggies	29
Games won	17	Games lost	1
Total points scored by Missouri		666	
Total points scored by opponents		362	

## BASEBALL RECORD

Missouri	7	Westminister	1
Missouri	3	Kansas Aggies	4
Missouri	2	Kansas Aggies	14
Missouri	2	Kansas Aggies	6
Missouri	1	Kansas Aggies	3
Missouri	4	Kansas	3
Missouri	5	Kansas	6
Missouri	1	Oklahoma	0
Missouri	1	Oklahoma	0
Missouri	2	Washington	0
Missouri	3	Washington	4
Missouri	1	Ames	2
Missouri	3	Ames	8
Missouri	8	Drake	5
Missouri	3	Drake	5
Missouri	4	Kansas	0

The Committee on Intercollegiate Athletics will issue books of tickets known as activity tickets. These tickets are good for admission to all intercollegiate contests held in Columbia. This year separate books will be issued for the various sports. The cost of the season ticket for the football season will be \$4. If purchased singly the price of the ticket would amount to more than double the cost of the activity ticket. The number of season tickets issued for the basketball contests will be limited to the number of seats in the Rothwell Gymnasium.

## DEBATE AND ORATORY

Debating at the University commands the interest of a large number of men who participate. There are two clubs organized for the purpose of practicing the art and of fostering the general University debating spirit. These are the Missouri State University Debating Club, and the Athenaeon Society. To the club furnishing the largest membership in the University debating squad and team a cup is given each year.

The Debating Board, composed of five faculty members appointed by the Board of Curators of the University and a student representative from each of the debating societies, has charge of all intercollegiate contests, and it has sole power to authorize and arrange debates with other schools. The training and instruction of team members, which are chosen by selective try-out methods, is in the hands of the debating coach.

The debating try-outs are held after Thanksgiving and before Christmas of each year. Every regularly enrolled undergraduate of the University is entitled to compete for a place on a team.

During the year 1920-21 the University will engage in at least two intercollegiate debates. There will probably be the triangular arrangement with the University of Oklahoma and Washington University as last year, as well as the annual debate with Kansas. It is possible that



other home debates will be arranged and announced later on.

Students who have represented the University in any intercollegiate debate become eligible to the honorary debating fraternity, Delta Sigma Rho. It is the policy of the coach and debating board not to permit a student to engage in more than one intercollegiate debate in any one year.

## DRAMATICS

This activity is under the general control of a board consisting of faculty representatives appointed by the Board of Curators and student representatives elected by the dramatic clubs. The University Dramatic Club gives two or three dramatic performances each year and the seniors give a senior play. Other organizations give dramatic entertainments from time to time.

The practical problems of the public presentation of plays are studied in the course in Dramatic Interpretation and this work results in both the private and public performance of many plays. It is the general purpose of this class to present revivals of old plays periodically. For general regulations see page 71.

## MUSIC

For those musically inclined there is ample opportunity at the University. Students may take a course in University Chorus and receive credit for the work. Credit is also given for work in the University band and University

orchestra. In addition, one, after passing a competitive test, may become a member of the University Glee and Mandolin Club.

## PART II. OFFICIAL UNIVERSITY RULES AND INFORMATION FOR THE GUIDANCE OF STUDENTS

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### CONDUCT

In the government of the University, the President and the Faculty rely chiefly upon the sense of duty of the students.

They are expected to pursue their studies with diligence, to attend classes regularly, to live morally and to maintain good behavior. The removal of those who fail to meet these requirements is demanded in the interest of the University.

Students are under the direct supervision of the University only when on the campus, but they are responsible for their conduct wherever they may be.

Any student who does not pay promptly his dues of any sort to the University is liable to suspension or expulsion.

### ENTRANCE

**General:** For information regarding requirements for admission, entrance examinations, and admission by certificate, see the catalog, pages 18-34.

The Registrar, Room 101, Academic Hall, has

charge of all matters relating to admission to the University, subject to the authority of the Committee on Entrance.

**Entrance Conditions:** Entrance conditions to all divisions of the University must be removed within one year from the date of the student's entrance. If any student fails to remove entrance conditions within this period, the Registrar will remove such conditions by deducting from the student's University credits five hours for each unit of the condition imposed; such credits to be in subjects which may count for entrance to the division concerned. A student who has not sufficient credit for this purpose will be excluded from the Division unless permitted to enter by the Faculty of the division.

*Students should notify the Registrar when they have completed work for the removal of an entrance condition.*

**Transfers:** Students who intend to enter one of the professional schools of the University should notify the Registrar at least one month before the opening of the term in which they wish to enter the professional school.

A student may not change during a term from one Division to another, except in extraordinary cases, and then only with the approval of the President. He must secure a recommendation from the Dean of each Division before applying to the President for his approval. Forms for this purpose may be secured from the offices of the President and deans.

This rule does not apply to students registered in the College of Arts and Science, who desire to be transferred to any Division of the University that requires two years of college work for admission.

Students will avoid delay and inconvenience by following the above directions.

**Student Card:** Each regular student is given a student card, as evidence that he is a student in the University. The student should have his student card whenever he consults any official regarding his University work. Duplicate student cards will not be issued except upon payment of a fee of fifty cents.

The student card must be left with the Registrar at the end of each term with a self-addressed two-cent envelope. After the credits are entered upon the student card, it will be mailed to the student.

**Advanced Standing:** Claims for advanced standing must be made within one term after the student's entrance. Such claims must be filed with the Dean of the Division.

After a student has been admitted he may not take work in another institution for credit in this University except with the previous consent of the Faculty of his Division.

Advanced standing will not be granted for the work of the senior year.

## REGISTRATION

**General:** For information regarding registration, study cards, course cards, and maximum

and minimum number of hours permitted see the catalog, pages 33, 58-60.

**Changes in Study Cards:** If a student desires to make a change in his studies after his study card has been approved by the Dean and filed with the Registrar, he must petition the Dean, or Deans, to authorize the Registrar to make the change on his study card. If the student desires to withdraw from any class in which he is enrolled the petition must be presented for signature to the chairman of the department before being presented to the Dean. The chairman may approve, disapprove or sign his name without comment. If the student wants to take an additional course, he must file the proper course card with his petition, as a proof that the chairman has no objection to his entering that class.

Blank petitions may be secured from the Registrar.

## REQUIRED WORK IN MILITARY SCIENCE AND TACTICS OR PHYSICAL TRAINING

All men students in the University are required to take four terms of Military Science and Tactics and Physical Training during their freshman and sophomore years.

All women students are required to take during their freshman and sophomore years two hours a week in physical training.

A committee appointed by the Executive Board may for satisfactory cause, excuse stu-

dents from compliance with these regulations. A blank application for such excuse may be obtained from the Registrar. All applications for excuse from these requirements should be filed with the Registrar not later than two weeks after the beginning of a term. Excuses because of physical disability will be granted only as a result of a physical examination, which is provided for all students.

## MEDICAL ATTENTION FOR STUDENTS

**General:** For information regarding medical and surgical attention and hospital care for students, see the catalog, page 46.

**Physical Examination and Vaccination:** A general physical examination is required of all new students. It is carried on in the hospital at specially appointed times by the members of the department of clinical medicine and surgery. Vaccination is required of all students.

## REFUND OF FEES

The library, hospital and incidental fee will not be refunded except that a student who withdraws from the University within a week after paying the fee may have one-third of the amount returned, provided he has not received hospital care.

The laboratory fee is not refunded; the laboratory deposit may be refunded in whole or in part according to the amount of laboratory material and equipment used by the student.

## EXAMINATIONS

Re-examination for the purpose of raising a grade once reported to the Registrar is not allowed, except that a student who has received a grade of F in any course may subsequently, with the consent of the faculty of his Division, take the regular examination in that course.

## GRADES AND CREDITS

For information regarding the system of grading and credits, see the catalog, pages 58-60.

"Delayed" is reported in case the student's work is incomplete or where, for any good reason, the teacher feels unable to estimate a student's rank and cannot, therefore, report the grade at the proper time.

"Excused" or "partial credit" is reported when a student whose work has been satisfactory ceases by official action to be a member of the class.

The grade "F" is reported when a student whose work is unsatisfactory ceases for any reason to be a member of the class but if his membership in the class has not existed for a period of more than four weeks he will be reported "excused."

## ABSENCES

Class absences of undergraduate students are reported to the Dean.

The Dean of the Faculty may drop from a class or from his Division for the rest of a ses-



sion any student who is persistent in nonattendance on classes or in nonperformance of University work.

No student is allowed to leave Columbia and absent himself from the University and its exercises, without previously filing with the Dean of the Faculty under which he is registered an explicit statement of the reasons and obtaining leave of absence. When a good cause for absence shall be so urgent as not to afford time and opportunity for conferring with the Dean, the student must notify the Dean of his absence, by letter or telegram, as soon as possible; and after his return, he must submit to the Dean the cause of his absence in writing, and obtain from him an excuse therefore.

Leave of absence for athletic teams on account of intercollegiate competition may be granted by the Committee on Intercollegiate Athletics.

If the student is enrolled in military science and tactics, his absence must also be permitted by the Commandant.

Any student who absents himself from a class during either of two days immediately preceding or the two days immediately succeeding any regular holiday of the University, or who absents himself as a result of unauthorized concerted action by any group of students, is reported to the Dean; and unless he can offer a satisfactory explanation, the Dean will instruct the Registrar to record against him on his grade card negative credit hours, to the amount of

not less than one hour and not more than six hours for one continuous offense. These hours will be subtracted by the Committee on Graduation from the total number of hours counting toward graduation, unless the Committee is instructed to the contrary by the proper Faculty.

The following regulation has been adopted in the Colleges of Arts and Science and of Agriculture and in the Schools of Law and of Business and Public Administration.

For each total of seventeen absences during a term or for a total of twenty-six absences during the fall and winter terms together the student will receive one negative credit. He will receive two negative credits for a total of thirty-four absences during the fall and winter terms together and an additional negative credit for each additional seventeen absences. A student who attends only one-half of the spring-summer term will receive  $\frac{1}{2}$  negative credit hour for each total of nine absences during such half term. The faculty will, in extraordinary cases, exempt a student from the operation of the rule, and the rule does not apply to absences properly authorized for participation in University activities.

## DEFICIENCIES

**Elimination of students:** A student, who in any term falls more than 40% behind the number of hours for which he is registered at end of that term, or who falls more than nine hours behind

the total number of hours for which he has been registered up to that time will be dropped from the University by his dean.

A student so dropped may be re-admitted after the lapse of a term, but if he falls more than six hours behind the total number of hours for which he has been registered after his re-admission he will be permanently dropped from the University.

The 40% rule applies to a student who has been readmitted to the University after having been previously eliminated.

Work taken by students during the first term of their freshman year in the Colleges of Arts and Science or Agriculture, or during the first term of their first year in the Schools of Law or Engineering, will not be counted in applying the cumulative (nine-hour) elimination rule, but the application of the 40% rule in the case of such students is left to the discretion of the Dean of the Division.

A course in which a "delayed" is reported will not be counted in the number of hours for which a student has been registered until the student has been registered for two terms after such report has been made. After the expiration of this period the "delayed" shall be counted as "F" in applying the rule of elimination for cumulative failure.

A student dropped for deficiency in a division will not be admitted to any other division until after the lapse of one term.

A student dropped from the University for deficiency will not be given credit for work in any other institution during the first term after his elimination.

**Participation in student activities:** Committees in charge of intercollegiate contests and other activities of students representing the University shall furnish the deans concerned with a list of all students who have been permitted to prepare for or take part in any contest or performance, in order that the dean may forbid the further participation of a student whose work is being seriously impaired thereby.

## DEGREES, DIPLOMAS AND CERTIFICATES

Candidates for degrees must spend the senior or last year in residence in this University. Two degrees will not be granted to a student until he has completed at least the equivalent of two terms work in addition to the requirements for one of the degrees.

Degrees are conferred only at Commencement, and only upon candidates who are present; however, if any candidate is prevented from being present in person for cause deemed sufficient to the Committee of the Deans he may be excused from such attendance by a vote of such Committee, and such degree may then be conferred upon him at such time and in such manner as the President may direct.

A student who completes the requirements for

a degree after the close of the winter term and before the opening of the fall term will be graduated as of the class of the last Commencement, except that any faculty may in individual cases modify this rule.

Diplomas are signed by the President and the Secretary of the Board of Curators, the President of the University, and the Dean of the Faculty. On request, any member of the Faculty who has instructed the graduate may sign a diploma.

The Registrar is debarred from giving out a copy of any student's record without including therein all matters of record against him.

## COMMUNICATIONS AND NOTICES

All communications from students, or organizations of students to the Executive Board or to the Board of Curators must be filed in writing with the President of the University, who has power to read, and to enter such remarks as he may deem best, but he may not withhold or delay any communication addressed to the Curators and placed in his hands.

Petitions addressed to any Faculty should be presented to the Dean of that Faculty.

Due notification of any matter is given to students when the notice has been posted on the bulletin board, or mailed to the student. Letters that have been mailed twenty-four hours will be considered as delivered.

When a student is summoned by any adminis-

trative official or committee he must report promptly at the time and place indicated even though it be at the time of a lecture.

Students must inform the Registrar without delay of any change in either their Columbia or their home addresses.

## CLUBS AND DORMITORIES

Every sorority, fraternity or other student lodging or boarding club must have an approved matron or chaperon. The approval of the Adviser of Women and the Executive Board of the University must be secured before any such matron or chaperon is installed or suspended from employment.

When a young woman decides to leave a boarding house, she should notify the Adviser of Women of the contemplated change. If the Adviser does not approve of the change, she will inform the young woman and advise her against it. If the young woman persists in making the change against this advice, her case will be referred to the Committee on Discipline for Women.

Women students should not lodge in the same house with male students, unless the young men are their near relatives or sons of the proprietor of the house. The parents of young women who lodge in houses where there are young men will be notified by the Adviser of Women that the University does not approve of its women stu-

dents lodging in the same house with young men, with the exceptions noted above.

Young women should not lodge in a house where there is not a general reception room in which they may receive their callers.

A house occupied by young women as a club or sorority must be presided over by a chaperon approved by the Adviser of Women, and should have the same customs as those existing at Read Hall.

A list of all the houses where students may lodge with the approval of the University is prepared by the University. The list for men is placed on file in the office of the Secretary of the University, and the list for women is placed on file with the Adviser of Women and in the office of the Y. W. C. A. In case a student is lodging at a place not on the approved list, his parent will be notified.

## STUDENT SOCIETIES AND ACTIVITIES

**General:** Student societies of any kind and purpose must file with the Registrar, as soon as possible after the opening of each term, the names and addresses of their officers.

No student organization which represents the University before the public, or which holds itself out to be a University organization or an organization of University students, is allowed to use the name of the University in connection with its own name, without the consent of the faculty Committee on Student Activities. This

regulation, however, does not apply to any student organization which is in charge of a special Board or Faculty Committee.

Social functions of students which use the University name are not to be held off the University campus, except with the permission of the chairman of the Committee on Student Activities. The Committee on Student Activities determines whether any function falls within the terms of this regulation.

Organizations having both men and women members are not permitted to give out-of-town performances.

A committee consisting of the University Accountant and one member of the Committee on Student Activities, to be appointed by said committee, authorizes and supervises all financial operations of public performances given by or under the management of any student organization, (except those which are in charge of a special Board committee), and also the financial operations of all student publications (except the Evening Missourian), with power to make such rules and regulations as shall be necessary to secure an effective supervision and audit of all receipts and expenditures of such performances and publications.

Honorary student societies, in order to obtain information as to the grades of the students of a Division, should request the Dean to appoint a teacher of the Division to look up the grades for them.



**Dramatic and Musical Societies:** All dramatic performances given by students shall be under the direction and control of a Dramatics Board consisting of five faculty members appointed by the President of the University and student members, not exceeding three in number, chosen (in a manner determined by the Board) by the student dramatic clubs.

*Regulations for theatrical performances given by students of the University of Missouri:*

Theatrical performances shall be interpreted to include dramatic and vaudeville performances and pageants.

1. All theatrical performances during semesters shall be held on Friday or Saturday nights or nights preceding holidays, except in the case of Journalism Week.

2. Two theatrical performances shall not be scheduled in the same week except in the case of Journalism Week, Commencement, and Farmer's Fair.

3. Permission for theatrical performances must be obtained from the Dramatic Board at least one month before they are given.

4. All material and performances shall be supervised by the Dramatic Board.

5. The list of participants must be filed with the Dramatic Board as soon as possible and not later than two weeks before the performances are given. Students whose University work is unsatisfactory will not be permitted to take part in any capacity.

6. The accounts of all performances for which an admittance fee is charged are subject to the supervision of the Dramatic Board.

7. All dealings with out of town concerns in connection with scenery, costumes, etc., shall be handled only thru the Dramatic Board.

8. A fee of five dollars is charged for the use of scenery and costumes under the control of the Dramatic Board where an admittance fee is charged. A deposit of five dollars is required for the use of scenery and costumes at all performances. The deposit will be returned on the return of the scenery and costumes and their repair if damage has occurred.

9. All scenery, costumes, etc., prepared for the use of theatrical performances, for the subsequent care of which adequate provision has not been made by the organization giving the performance, become the property of the Dramatic Board, as soon as the performance has taken place.

**Fraternities and Sororities:** No student having less than twenty-four hours credit toward graduation shall be permitted to become a member of any fraternity or sorority, or live in any fraternity or sorority house; except that the Committee on Student Activities may at its discretion waive this rule in the case of any student who being registered for fifteen hours or more, makes a credit of fifteen-sixteenths of the registered work during his or her first term in the University.

The Men's Pan-Hellenic Council has adopted a rule to the effect that if a student fails to become eligible for initiation under the above provision during his first term of residence, he must in some subsequent term pass in fifteen-sixteenths of the registered work of that term before becoming eligible for initiation.

The Women's Pan-Hellenic Association does not permit a woman to be initiated into a sorority until after one term of residence and then only in case she was registered for fifteen hours and made no grade below an M. If a pledge fails to meet this requirement in her first term she must meet it in some subsequent term. Women entering with fifty or more hours of advanced standing are exempted from these provisions.

Permission for a fraternity to initiate any student must be obtained from the Committee on Student Activities thru the officers or special committee of the Men's Pan-Hellenic Council or the Women's Pan-Hellenic Association.

For the present, such fraternities, represented in the Pan-Hellenic Council and sororities represented in the Pan-Hellenic Association, as shall have reached a certain standard in any given year may be permitted to have their freshman pledges "board" but not room at the chapter house during the year following the attainment of the given standard. The standard for fraternities shall be not less than the average of the nonfraternity men (excluding freshmen for the college year; for the sororities, not less than that

of the average of the nonsorority women (excluding freshmen for the college year).

No person shall live in a fraternity house except active members and alumni connected with the University teaching staff or those who may have special permission from the Committee on Student Activities.

The Committee on Student Activities has power, and may on the recommendation of the Pan-Hellenic organization concerned grant exceptions to any of the above rules.

**The Men's Pan-Hellenic Council:** The Pan-Hellenic Council of the fraternities is composed of two delegates from each chapter and alumni members, usually faculty men, who are elected by the Council. The Council is an executive and legislative body having power over all matters of general fraternity policy. It has power to enforce not only its own rules but all faculty rules affecting fraternities. Its rules regarding the initiation of pledges have been given above. The following are extracts from its rules:

No fraternity shall pledge or attempt to pledge a man who is known to be pledged to another fraternity, until such latter fraternity has given notice that it has released such pledge, or until such fraternity refuses to release such pledge after having been so requested by him. In the event of a release, or refusal to release, at least six months must elapse before another fraternity, or any of its members, shall directly or indirectly approach such a pledge with a view of

securing him as a member of another or rival fraternity.

No fraternity shall pledge or attempt to pledge a man before the day preceding the first day of registration in the University.

**The Women's Pan-Hellenic Association:** This is an organization similar to that of the men. Its rules regarding initiation have been stated above. The following are some of its more important rules which refer to pledging:

A "pledge" leaving the University before being initiated, shall be considered as released from her pledge at the end of one year. In case she returns, she is open to bids from all sororities.

No girl shall be asked to join a sorority until she has in person matriculated.

There shall be no "rushing" of high school girls or town girls, until they have completed a high school course or its equivalent.

In August, there must be no "rushing" before Sunday of matriculation week, and the hours of rushing are limited to a definite schedule.

During the "rush" week there shall be no "rushing" with men.

No cut flowers shall be used during "rush" week except as decorations. No favors shall be given, only simple place cards or programs.

**Student Dances:** The University Faculty has authorized the following rules relating to dances:

1. For all dances given by student organizations, permission before the invitations are issued, must be obtained from the Adviser of Women.

2. The time of closing dances including refreshments shall not be later than 12 o'clock except where special permission is given in advance by the Adviser of Women.

3. The names of chaperons must be furnished to the Adviser of Women at least twenty-four hours before the time of the dance.

## STUDENT PUBLICATIONS

No advertising matter that comes under the following heads can be accepted for any University publication, official or semiofficial, or for any publication that uses the name of the University: Investment advertisements promising extraordinary returns; patent medicine advertisements; advertisements in any way immoral or offensive to good taste.

In addition to the classes mentioned above, cigarette advertising must be excluded from publications of which the University buys copies for distribution among high schools.

The use of the University name will be denied to any publication that violates any part of this regulation.

## USE OF ROOMS AND GROUNDS

No student organization or enterprise which declares a dividend among its members, or from which its members derive any financial profit shall be granted the use of any University room or building except by special permission of the Executive Board of the University.

*No smoking is permitted in any classroom, laboratory, lecture room, library or corridor of any University building.*

No article may be sold in the University buildings or grounds without the express permission of the President.

In case of injury to University property, the damage shall be paid by the persons who have committed it. The Secretary of the University will assess the damages.

Permission to use rooms in any of the University buildings, or University grounds, for lectures, entertainments, or meetings of any kind must be obtained from the Secretary's office, Room 109, Academic Hall.

The applicant must state the nature of the meeting on an application blank and have the official in charge of the building or grounds sign the blank if he approves the request. Chaperons must be secured in case men and women are expected to attend a meeting and the applicant must have the persons who consent to act as chaperons sign the blank, after which it must be presented to the Adviser of Women for her approval.

Application for an evening meeting must be filed not later than 11 o'clock of the day on which the meeting is to be held.

All evening meetings or entertainments must close not later than 11 o'clock. Afternoon meetings must close at 5:30.

No meetings of any kind may be held during the time of a University Assembly.

Electrical apparatus or electrical wiring may not be installed or wiring changed by student organizations in any University building or on the University grounds without special permission from the Secretary's office.

Announcement of a meeting should not be made until permission has been obtained to hold the meeting.

Application forms may be secured from the Secretary's office or from persons in charge of the various buildings. The latter are as follows:

**Building—Person in Charge.**

Academic Hall—LESLIE COWAN.

Agriculture—F. B. MUMFORD.

Benton Hall—J. L. MERIAM.

Biology—GEORGE LEFEVRE.

Chemistry—SIDNEY CALVERT.

Commerce—ISIDOR LOEB.

Dairy—A. C. RAGSDALE.

Elementary School—J. L. MERIAM

Engineering—E. J. McCAUSTLAND.

Geology—E. B. BRANSON.

Horticulture—V. R. GARDNER.

Law—J. P. McBAINE.

Manual Arts—R. W. SELVIDGE.

Medical—D. H. DOLLEY.

Neff Hall—WALTER WILLIAMS.

Parker Memorial Hospital—GUY L. NOYES.

Physics—O. M. STEWART.

Read Hall—MRS. MARGARET B. CHAMBERLAIN.



Rothwell Gymnasium—W. E. MEANWELL.

Schweitzer Hall—C. R. MOULTON.

Switzler Hall—F. P. SPALDING.

Veterinary—J. W. CONNAWAY.

## MISCELLANEOUS

The management and control of athletics are in the hands of the director of gymnasiums and Athletics, and the Committee on Intercollegiate Athletics. Copies of the rules governing participation in athletic contests or events may be had at the office of the Director.

For further information about the duties and the studies of students, see the catalog, the Dormitory Regulations, and from time to time the *Evening Missourian* and bulletin boards, showing the action of the Faculties, or of the Curators, or of other duly constituted authorities of the University.

## ENFORCEMENT OF DISCIPLINE

The power to dismiss or expel is vested in the Committees on Discipline, except in the case of failure to perform University work where the power to dismiss for the remainder of the session is vested in the Dean.

Power to suspend is vested in the President of the University, the Deans, the Commander of the R. O. T. C. Cadets (for military students only), and the Committees on Discipline. Students may be restored after suspension by the authority making the order, or having charge of the case. In

case of every suspension the authority making the same will report it to the Committee on Discipline within three days, for further action and disposition, unless in the meantime the order of suspension has been terminated.

## RULES OF THE UNIVERSITY LIBRARY

General Library open, 7:55-6; 6:45-10 on week days.

Vacations 8-12; 1-5.

The Library is closed on the following holidays:

Thanksgiving Day.

Christmas Day.

Fourth of July.

## RULES GOVERNING THE USE OF BOOKS

1. Officers and students of the University may draw books from the library without the formality of registration; other citizens may draw books upon signing a registration card at the loan desk. Graduates, former students and other responsible citizens of the state, libraries, clubs and other organizations may draw books, except fiction, provided that the borrower pay the cost of transportation.

2. All officers of the University may borrow as many books as are needed for their work, provided the books are not in demand at the library. All such books must be returned on the Saturday preceding Commencement week.

Fiction may be drawn with a limit of fourteen days on each book.

3. Students and others may borrow books with a limit of fourteen days on each book. Students must return or renew their books before the Christmas and Easter vacations.

4. Borrowers may renew books at the expiration of the fourteen-day period, except books in demand or overdue.

5. Unbound back numbers of all periodicals may be drawn with a limit of two days. Duplicate copies of current numbers may also be drawn with a limit of two days. Current numbers not received in duplicate may be drawn for over night use.

6. Books which are rare, costly or otherwise unsuited for general circulation, are lent only by special permission from the librarian.

7. Any person who desires to obtain from the library a book already lent will receive prompt notice of its return, if he leaves a self-addressed postal or stamped envelope. If the book is not in demand it will be held subject to his order for two days; otherwise one.

8. The bookstacks are not open except to officers of the University, but admission to a specified section of the stacks may be given temporarily, by the assistant in charge of circulation, and a card of admission for a limited time may be issued to graduate students and others who are recommended by an officer of instruction.

9. No student shall be recommended for a degree until he has paid all fines and has returned in good order, or replaced every book that he has borrowed; or, in default thereof, has deposited with the librarian the value of it in money; or, if it belong to a set, the value of the whole set in case the single volume cannot be purchased separately.

10. A fine of five cents per day is charged on books not returned when due. No books will be lent to any student charged with unpaid fines. If the book is lost, he shall pay the cost of the book, and the fines accumulated at the time he notifies the library that the book is lost.

11. Books in the reading room are not for circulation. They must not be removed from the reading room except by special permission and they must be used with a due regard for the right of others.

12. Books reserved by instructors are shelved at the loan desk and issued for reading room use. Reserve books may be drawn by students after 9:30 p. m. for over night use and over Sunday. They must be returned before 8:15 a. m. Failure to do so will subject the borrower to a fine of twenty-five cents and a possible withdrawal of the privilege. If not returned by 9 a. m. a messenger will be sent for the book and the expense paid by the borrower. If the messenger should fail to secure the book the borrower shall pay five cents an hour until the book is returned.

Reserve books may be restricted to one hour (the recitation period) at the request of any instructor, who will notify his class of the time limit. Failure to return the book to the desk at the close of the hour period will subject the borrower to a fine of twenty-five cents an hour.

13. Books must not be taken from the library until they have been charged at the loan desk. Books drawn for use in the reading room must not be taken from the library until charged for home use. Failure to have the book properly charged will subject the borrower to a fine of twenty-five cents.

14. Branch libraries are, in general, reference collections, not for circulation. They are open for consultation as a rule from 9 a. m. to 12 a. m. and from 2 to 5 p. m. The same rules obtain in the branch libraries.



**Copies of the Student Handbook  
may be obtained from the Univer-  
sity Mailing Room, 14, Basement  
Academic Hall—3,500**



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